

22 REPORTING PURCHASES

22.1 Reporting Purchases from Contracts

The Division of Purchasing issues Purchase Orders (PO), Contract Purchase Orders (CPO), Blanket Purchase Orders (BPO), Statewide Blanket Purchase Orders (SBPO), Sole Source Authorization (SSA), and Emergency Purchase Authorization (EPA). These designations are defined and explained as follows:

22.1.1 Contract Prefix Definitions

PO A Purchase Order. The standard PO is used to place single one-time orders for products. PO's are issued by the Division of Purchasing on behalf of an agency as a result of a solicitation or from a sole source or emergency request.

CPO A Contract Purchase Order. A CPO is used for leases, rentals, services, maintenance agreements, purchase agreements, and time purchases. The CPO is intended to cover recurring transactions such as monthly invoices, or scheduled deliveries where you don't issue a new agency purchase order every time. CPO's are issued by the Division of Purchasing on behalf of a single agency.

BPO A Blanket Purchase Order. This is just new wording for single agency term or requirement contracts (Indefinite Delivery - Indefinite Quantity type) and price agreements. Blanket Purchase Orders are contracts that establish basic ordering procedures, terms and conditions, and pricing. The agency then issues individual purchase orders to the vendor against the BPO when supplies or services are needed. BPO's result from bids issued by the Division of Purchasing on behalf of a single agency.

SBPO Same as BPO above, but this means Statewide Blanket Purchase Order. SBPO's result from bids issued by the Division of Purchasing on behalf of multiple agencies.

SSA A Sole Source Authorization. In most cases the Division of Purchasing will issue a standard PO or CPO on behalf of an agency that has requested that a purchase be a sole source. In cases where an agency is granted the permission to issue it's own order to the vendor, the Division of Purchasing will issue a Sole Source Authorization (SSA) documenting the permission.

EPA An Emergency Purchase Authorization. Whenever possible the Division of Purchasing will issue a standard PO or CPO on behalf of an agency that has requested an emergency purchase. In cases where an agency is granted the permission to issue it's own order to the vendor, the Division of Purchasing will issue an Emergency Purchase Authorization (EPA) to document the permission.

22.2 Agency Delegated Purchasing Monthly Reporting

Agencies utilizing the SiCommNet BASEC TM electronic purchasing system do not need to report purchases made in the system to the Division of Purchasing. Purchase outside of the system must still be reported in the following fashion.

At the end of each month, the agency will prepare and forward to the Division of Purchasing a report of all purchasing activity between \$5,000 and the limits of the agency's delegated authority. Included shall be all purchases conducted pursuant to the delegation of Purchasing Authority from the Division of Purchasing and such other special reporting requirements that may be required from the Division of Purchasing. Do NOT include agency purchases from State contracts or Division of Purchasing issued Purchase Orders, Sole Source Authorizations, or Emergency Purchase Authorizations.

The report shall be in electronic format using the Excel spreadsheet model provided by the Division of Purchasing. Columns are provided to describe the PO Number and/or Requisition Number, Item Description, Number of Quotes sent/received, Dollar Amount, In-state/Out of State, Vendor Name, and Reason if noncompetitive.

At a minimum, the following items will be included in the monthly report:

1. All commodity/service purchases between \$5,000 and the agency delegated authority purchasing limit.
2. All Professional, Consulting, and Information Technology Services between \$5,000 and \$50,000. This includes competitive or non-competitively bid services and services for computer and/or software maintenance services, training, software programming, etc.
3. All other commodity/service purchases that were not competitively bid such as: purchases exceeding \$5,000 from Correctional Industries, the Federal Government or any agency thereof, rehabilitation agencies certified by the Idaho Association of Community Rehabilitation Programs, or other "exempt" purchase meeting the requirements of Rule IDAPA 38.05.01.042 or Division of Purchasing issued Policy Directives.

Month _____ Department Name _____

Department Name_____

[illegible]

Do not include any purchases from State Contracts, Division of Purchasing issued Purchase Orders, or Division of Purchasing EPA's or SSA's.

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